

CFM Air Conditioning

COMMERCIAL & INDUSTRIAL HEATING & COOLING SPECIALISTS

5-6 Carl Court Hallam Victoria 3803

Ph: (03) 8786 3088 Fax: (03) 8786 3788 AH: 0428 907 786

www.cfmaircon.com.au



Epidemic / Pandemic Policy

1. Introduction

We all want to be able to come to work, stay at work, and then leave work, all while comfortable and safe in our surroundings.

Commercial Facilities Management Pty Ltd therefore is strongly committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of the working environment for its employees, directors, contractors, clients, customers, and suppliers (**team members**) in accordance with its duty of care and obligations under applicable State-based occupational health and safety legislation.

This is particularly the case when an infectious disease develops into an epidemic or pandemic, and creates increased risks for our team members, and the wider community.

For the sake of clarity, we note that the World Health Organisation (**WHO**) declared in March 2020 that the coronavirus (COVID-19) was a pandemic.

2. Purpose

The purpose of this Policy is to set out Commercial Facilities Management Pty Ltd's approach to health and safety within the workplace in relation to the outbreak of epidemics / pandemics.

3. Scope

This Policy applies to all team members.

In this Policy, "**workplace**" includes attendances at all locations in which the team members are required to perform their official duties.

4. Statement of commitment

Commercial Facilities Management Pty Ltd:

- supports the rights of all team members to work in an environment that is, so far as is reasonably practicable, safe and without risks to health or safety;
- is committed to partnering and consulting with all team members in relation to epidemics / pandemics to ensure the resolution of any occupational health and safety issues; and
- is committed to slowing the spread of epidemics / pandemics, in particular so that the most vulnerable members of our community are protected.

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5. Roles and responsibilities

The management and directors of Commercial Facilities Management Pty Ltd are responsible for ensuring the health, safety and welfare of all team members by taking all reasonable steps to:

- assist its team members to reduce their exposure to the epidemic / pandemic;
- provide up-to-date Government Department health information in relation to the epidemic / pandemic, including relevant symptoms, methods to avoid exposure etc.;
- encourage and assist those team members that have reason to believe that they have, or may have, contracted the epidemic / pandemic, to obtain a diagnosis from a medical practitioner;
- support team members to take reasonable precautions to prevent contraction of the epidemic / pandemic;
- where appropriate - provide standard precautions such as personal protective equipment (e.g. hand sanitiser, soap, gloves etc.);
- where appropriate – continue to operate as normal throughout the period of concern; and
- ensure that any premises which are controlled by Commercial Facilities Management Pty Ltd are safe and without risk to health or safety.

Managers will:

- be committed to the provision and maintenance of a healthy and safe workplace;
- consult and participate in the health and safety program;
- use risk identification, assessment and control principles to reach Commercial Facilities Management Pty Ltd's health and safety objectives;
- inform, and where appropriate train, all team members in relation to this Policy and their health and safety obligations; and
- participate in Commercial Facilities Management Pty Ltd's inductions and implement all safety procedures.

Team members must:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of people who are at the place of work and who may be affected by the team member's acts or omissions at work;
- regularly and thoroughly clean their hands with an alcohol-based hand rub or wash them with soap and water;

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- where possible, avoid touching their eyes, nose and mouth, or shaking hands with others;
- cooperate with Commercial Facilities Management Pty Ltd, and follow any of its directions, in so far as is necessary to enable compliance with any requirement under occupational health and safety laws and/or this Policy;
- cover their mouth and nose with a tissue when they cough or sneeze, and disposing of used tissues immediately. If they do not have a tissue, use their bent elbow;
- stay home if they feel unwell. If they are well enough to work but would like to minimise the risk of infecting others, ask their manager whether they can temporarily work from home;
- notify their manager immediately if they believe that they may have contracted the epidemic / pandemic, or been in direct contact with someone that has contracted the epidemic / pandemic; and
- seek medical advice promptly if they believe they have contracted the epidemic / pandemic, and follow these directions.

6. Leave

Subject to the National Employment Standards and any applicable Modern Award or Enterprise Agreement, Commercial Facilities Management Pty Ltd will discuss with an employee that is:

- unwell;
- unable to get to work for any reason (including in relation to travel restrictions);
- directed by Commercial Facilities Management Pty Ltd to obtain a medical certificate or not come into the workplace; and/or
- is required to self-isolate or be in quarantine,

their ability to work from home and/or whether they would like to take annual leave, personal leave and/or unpaid leave for the period they are not able to carry out their regular duties.

Commercial Facilities Management Pty Ltd will genuinely consider any feedback from the employee and then make a determination as to next steps. The employee agrees to follow any determination made by Commercial Facilities Management Pty Ltd.

We note that:

- subject to any applicable Modern Award or Enterprise Agreement, if an employee is directed to obtain a medical certificate by Commercial Facilities Management Pty Ltd, but is otherwise feeling well, the employee will be paid for their normal working hours up until the test results are obtained; and
- this Policy takes precedent over any existing Leave Policy implemented by Commercial Facilities Management Pty Ltd.

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7. Work from home / off-site

Commercial Facilities Management Pty Ltd will genuinely consider all employee requests to work from home, or from another location (away from the workplace) (**off-site**). Commercial Facilities Management Pty Ltd will then confirm in writing whether the request is accepted or not.

At any stage, Commercial Facilities Management Pty Ltd may direct one or more of its employees to work from home, or off-site. The affected employees agree to follow any such direction, and when requested:

- provide daily/periodic updates to a specified person as to their current health and wellbeing;
- remain contactable and available to undertake work as reasonably directed during the applicable period; and
- perform tasks not ordinarily performed by the employee in the ordinary course of their duties, but which are reasonable, fall within their general skills and experience and can be undertaken remotely. For example, this may include lower priority administrative tasks, online learning and development activities etc.

8. Dissemination of Policy

This Policy will be made available to team members as appropriate.

9. Breach

Any breach of this Policy by a team member may result in counselling and/or disciplinary action, including termination of employment or cessation of engagement.

10. Review

This document will be reviewed annually or more frequently, if required, by the Managers in consultation with the directors to ensure continued compliance with occupational health and safety legislation.